REQUISITION FOR PUBLICATIONS AND BLANK FORMS

1. Date of Requisition	2. Date Shipped

3. From *(Type or print complete address of requisitioning unit)*

Zip Code: Phone Number:

INSTRUCTIONS

This form will be used to requisition non-saleable standard publications and forms only.
Order saleable publications direct from National Headquarters Bookstore.
Requisition from National Headquarters only those items permitted by CAPR 5-4 and applicable indexes.
Always consult indexes - Do not requisition obsolete items.
Justify quantities requisitioned in excess of the maximum quantities authorized for your unit in CAPR 5-4.

A. No. of Cadets	B. No. of Seniors	C. Charter No.

SUBMIT REQUISITION IN DUPLICATE. Enter only one item per line.

4. PUBLICATION OR FORM NUMBER (Specify whether CAPR, CAPM, CAPF, CAPP, etc. If numbered item, omit title)	5. NUMBER OF COPIES ON HAND	6. NUMBER OF ITEMS REQUESTED	7. NUMBER OF ITEMS SHIPPED	8. OTHER ACTION (see code)	9. CODE
					NAT - No Action Taken.
					a. Must be submitted in duplicate
					b. Insufficient information circled on CAP Form 8.
					c. Justification for publications needed.
					d. Must be singed by unit commander or administrative officer.
					e. TEST-Reference CAPR 280-1, para 4a(1).
					f. Will be sent automatically in unit distribution.
					BO - Back-Ordered. DO NOT Reorder; will be shipped when stock is replensihed.
					LS - Limited stock; requisition has been cut; reorder as needed.
					OB - Obsolete; no longer stocked.
					PR - Pending revision; do not reorder. Automatic distribution will be made.
					CI - Cannot identify; not listed in current indexes; If reordered, cite prescribing directive.
					EX - Exceeds authorized allowances or normal usage. If needed, reorder giving full justification.
					PUR - Must be purchased from the National Headquarters Bookstore.
					NA - Not authorized your unit.

10. Remarks

11. Typed Name, Grade, and Position Held: Commander, Administrative Officer, or Testing Officer	12. Signature of Commander, Administrative Officer, or Testing Officer

CAP FORM **8**   *Previous editions may be used*   HQCAP(97-3258)10M
NOV 81